

21<sup>st</sup> July 2017

Dear parents and carers,

As the academic year comes to a close it is a good time to reflect on the past year and look forward to the summer.

As you are aware there were a number of changes introduced into our behaviour policy. These changes have been necessary to maintain a calm and purposeful environment for our young people. I thank both them and you for your support in making this happen and give them the best possible chance in life. To this end the Academy will be implementing additional changes in September.

After much careful consideration the decision has been taken to ban mobile phones from the Academy site. We understand that mobile phones are important for safety reasons and therefore students may use their phone on the way to the Academy and on their way home. However, once students enter the Academy gate, mobile phones need to be switched off and put away out of sight. Any phones seen either during lessons or outside of lessons, including break, lunchtime and during the transition between lessons will immediately be confiscated. If confiscated, parents will be required to collect the phone from the main office, which is open until 4.00pm each day. The same restrictions and procedures apply to ear phones. Should you need to get an urgent message to your child, please contact the Academy office. This now brings us into line with other Secondary schools in North East Lincolnshire.

May I take this opportunity to remind you of the expectations regarding uniform and equipment, so as to avoid any confusion or frustration when purchasing uniform over the summer:

### **Uniform**

Shoes – the uniform code clearly states that plain black polishable shoes must be worn. This applies to both female and male students. The retail shops found in any shopping centre or high street show students wearing uniform with black trainers/decorated shoes often state the “Back to School” slogan. We would ask you not to buy any of these advertised brands/examples and ensure that shoes are plain black and polishable with no coloured tags, logos, stripes, piping, laces or decoration – for example no ‘Kickers’ or ‘Mels’.

#### **Boys**

- Plain black school trousers
- White plain collared shirt
- Black polishable plain shoes
- Academy tie (worn with the logo at the front)
- Black blazer with Academy badge
- Academy cardigan (optional)
- Black socks

#### **Girls**

- Plain black knee length skirt. PLEASE NOTE THAT THE SKIRT MUST BE PURCHASED FROM UNIFORM DIRECT – NO OTHER SKIRT WILL BE PERMITTED IN THE ACADEMY.
- Plain white collared blouse
- Academy tie or cravat
- Black polishable plain shoes
- Black trousers - must be tailored. Tight lycra style trousers are not permitted
- Black blazer with Academy badge
- Black socks
- Academy cardigan (optional)
- Neutral or black tights

### Blazer

- This must be a black academy blazer with the Ormiston Maritime Academy logo on the top pocket.
- This must be worn at all times – travelling on corridors, in social areas, entering and leaving classrooms, entering and leaving the academy grounds. Teachers can grant permission to students to take off their blazer inside the classrooms.
- Students are permitted to remove their blazer at break and lunchtime if outside playing football.
- Sleeves must be down at all times.
- Collars flat.
- No badges to be worn unless presented by the Academy or its staff.

### Tie/cravat

- Official Academy tie or cravat with the Academy logo.
- The Academy logo should be visible below the knot on the tie.
- Ties should be knotted correctly with the knot tightly fastened and as high as it can go with the top button fastened.
- Clip on ties should be clipped at the level of the top button with the top button fastened.

### Jewellery

- A wrist watch is permitted.
- Earrings – no more than one small stud (plain gold or silver) in each earlobe.
- No other facial or body jewellery are permitted. Tattoos and multi-piercings, including facial piercings are not permitted and must be not visible.
- Rings and bracelets are not allowed.

Any items of jewellery that do not meet the Academy's policy will be confiscated on sight. The member of staff confiscating the item will seal it in an envelope and place it in the main office with the student's name on. This can then be collected by parents from the main office, which is open until 4.00pm each day.

### Hair

- Should be neat and not follow the extreme of fashions.
- Should be of a natural colour and must not follow the extremes of fashion.
- No shaved patterns allowed.
- Hair accessories should be appropriate for the academy and be plain black.
- Long hair needs to be tied back in PE, Science and Technology.

### Make-up

- Nail varnish is not allowed.
- Make-up should be barely noticeable and of a natural look.

Parents/carers should send a note in to the Head of Year if their son/daughter for some reason is not dressed in appropriate uniform. Students will be provided with Academy issue uniform or shoes (and expected to wear them) as a short term measure.

### Equipment

Students are required to bring the following each day:

- Pen & pencil
- Ruler
- Planner
- Reading book – this is a new requirement to support our whole Academy strategy of promoting reading. Students will be expected to read at the end of every day for 10 minutes during DEAR (Drop Everything And Read) time. This is a recognised, successful strategy to improve literacy and reading skills in young people.
- Failure to bring any of the above will result in a detention.



I would also like to take this opportunity to remind you that all fizzy drinks, energy drinks and chewing gum are banned and as such will be confiscated and disposed of immediately.

As always at the end of the summer term, we say a sad farewell to some staff. We thank them for their contribution to the Academy and we wish them every success in the future. We will also be welcoming new staff in September and we have recruited into the English, maths, Science, Languages and Humanities departments. We are very excited about these appointments and I am sure that you will join me in welcoming them to our community and I have no doubt that our students will too.

We return to the Academy on Wednesday 6<sup>th</sup> September and as always we expect students to be on site at the usual time of 8.25am. Please also find the new Academy Day timings copied below for you, with a particular reminder that lunchtime on Wednesdays will be earlier:

### **Monday, Tuesday, Thursday & Friday**

Tutor Time	8.30am-8.50am
Period 1	8.50am-9.40am
Period 2	9.40am-10.30am
BREAK	10.30am-10.50am
Period 3	10.50am-11.40am
Period 4	11.40am-12.30pm
LUNCH	12.30pm-1.15pm
Period 5	1.15pm-2.05pm
Period 6	2.05pm-3.05pm last 10 minutes DEAR. Students leave at 3.05pm

### **Wednesday**

Tutor Time	8.30am-9.00am Extended tutor time (DEAR)
Period 1	9.00am-9.50am
Period 2	9.50am-10.40am
BREAK	10.40am-11.00am
Period 3	11.00am-11.50am
LUNCH	11.50am-12.40pm
Period 4	12.40pm-1.25pm
Period 5	1.25pm-2.15pm Students leave at 2.15pm
	Staff training commences at 2.30pm - 4.30pm

I would like to end on a personal note by thanking you all for your continued support and may I wish you all a great summer and I look forward to seeing all the students in September.

Miss EJ Cooling  
Acting Principal

